

GRADUATE COLLEGE Program Change Request

Student Information:

Student Name		Date
Student ID Number	Email	
Mailing Address		Daytime Phone

Instructions:

Purpose: The *Program Change Request (PCR)* form is to be used by a student who is in a graduate degree or certificate program at Boise State University and who would like to be dropped from that program and immediately admitted into a different degree or certificate program at the university.

General Instructions: Once the signed *PCR* form is delivered to Graduate Admission and Degree Services (MG-141), a new *Program Admission Recommendation (PAR)* form will be generated for the student and, along with a copy of the *PCR*, sent to the graduate coordinator for the program into which the student is seeking admission. The student will not be moved into the new program until the *PAR* is returned by the program with a favorable recommendation for admission (regular or provisional) and approved by the Graduate Dean. If the request is denied, the student will remain in his/her current graduate program.

Submission: Submit the original *PCR* form (faxed, photocopied, or emailed forms will not be accepted) to Graduate Admission and Degree Services, Room 141, Mathematics/Geosciences building, 8AM–5PM, M-F except holidays (contact information: gradcoll@boisestate.edu; local 208-426-3903; toll-free 1-800-824-7017).

Distribution: A copy of the approved *Program Change Request* form will be distributed by the Graduate College to the current graduate program coordinator and the new graduate program coordinator.

Program Change Information:

I am a graduate student currently in the following program

I would like to be taken out of the graduate program listed above and be evaluated for the following new graduate program

I certify that I have discussed this request with my advisor and/or current graduate program coordinator and with the coordinator of the new graduate program that I am applying for.

Student Signature _____ Date _____